



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

**CAREER OPPORTUNITY
PROBATION SERVICES ASSISTANT
*POSITION ANNOUNCEMENT NO. 16-06***

Opening Date: May 23, 2016

Closing Date: Open until filled. Priority consideration will be given to those applicants who apply by June 12, 2016.

Salary Range: Classification Level (CL) 24 - \$35,470 - \$57,631
Salary dependent on qualifications and experience.

Location of Position: Kalamazoo, MI

Area of Consideration: Open to all qualified candidates.

Occupational Series: Operational Court Support

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting applications for a full-time Probation Services Assistant to be located in the Kalamazoo, MI branch office. The incumbent will provide specialized technical, administrative, and clerical support to probation officers in a wide range of areas. Our office is headquartered in Grand Rapids, MI, with branch offices in Kalamazoo, Lansing, and Marquette, MI. Occasional travel within the district may be required.

Representative Duties

Job responsibilities include, but are not limited to:

- Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission and Office the Federal Detention Trustee (OFDT) as required. Keep various logs and records up to date.
- Proof, edit/format and finalize reports and correspondence reviewed and approved for disclosure by a U.S. Probation Officer. This may include, but is not limited to, documents such as pretrial/presentence/supervision investigative reports, memoranda or reports to the court, etc.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Access to Law Enforcement Systems (ATLAS) to obtain criminal history information and route the information to appropriate recipients. Obtain credit checks, verifications of employment and education.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Access cases using CM/ECF (Case Management/Electronic Case Files) when presentence file is open or post conviction violation occurs and enters/deletes case specific docket numbers. Research information from case records and enter into system as appropriate. Retrieve information from databases and generate reports.
- Participate in problem solving at staff meetings with other support staff and officers. Make constructive suggestions for improvement in work processes to better achieve goals and objectives.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and

electronic mail messages; receive and distribute mail; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

Required Qualifications

The successful candidate should demonstrate/possess the following competencies:

- Detail oriented with ability to multi-task and balance varying demands and workload responsibilities in a fast paced environment.
- Ability to exercise mature judgment, maintain confidential information, and effectively handle situations and a wide variety of persons tactfully and appropriately.
- Excellent oral and written communications skills with great attention to detail and accuracy.
- Proficient in organizing work, multi-tasking, and following detailed directions to meet recurring deadlines.
- Knowledge and skill in the use of current automated technology and equipment including word processing, database applications, and other computer software applications.
- Ability to compile information (such as background checks and criminal histories).
- Ability to identify and resolve problems.

Preferred Qualifications

- Current or previous clerical and/or administrative work experience in a court or other legal field environment.
- Experience with electronic case filing system.
- College degree in a related field from an accredited institution.

Required Education/Work Experience

Must be a high school graduate or equivalent, and have two years of *General Experience* and a minimum of one year of *Specialized Experience* (see definitions below). Evidence of experience must be supported by detailed documentation of duties performed in positions held on your AO078 application form.

General Experience, which is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position;

Specialized Experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Experience Substitutions

Excess specialized experience may be substituted for required general experience.

Educational Substitutions

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Benefits

The incumbent will be eligible to receive benefits which include participation in the Federal Employees Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan (similar to 401

K plan) with employer matching contributions, optional dental and vision insurance, optional long term care insurance, flexible spending program, paid federal holidays, and accrued annual and sick leave. For additional information on employment with the federal courts, please visit www.uscourts.gov (careers).

Additional Information for Applicants

- Applicant must be a U.S. Citizen or eligible to work in the United States.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising.
- Selected qualified applicants may be required to submit to job related testing as part of the screening process. The court will only communicate with those qualified applicants who are chosen for testing and/or interview.
- The person selected for this position will be required to submit and successfully complete a federal background investigation, which includes fingerprinting, credit check, and National Crime Information Center record check.
- This position is subject to mandatory direct deposit for payment of net pay.
- All information provided by applicants is subject to verification and false statement or omissions of information on any applications materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees and local office cultural imperatives.

Application Procedures

To be considered, qualified applicants must submit the following:

1. Letter of interest (cannot exceed two pages) that addresses applicant's qualifications, skills, ability, and relevant experience, including providing specific/detailed information regarding specialized experience and preferred qualifications you may have as it relates to this position.
2. Résumé.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwp.uscourts.gov> (Employment) or at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf>.
4. College transcript(s) (unofficial copies accepted) if applicable.
5. Copies of last two performance evaluations/appraisals. If not available, please provide an explanation in the cover letter.
6. List of three professional references with current contact information.

To receive priority consideration, qualified applicants must email all required documents in **one pdf document by June 12, 2016**, to: hr_probation@miwp.uscourts.gov . In the subject line of the email, indicate the vacancy announcement number (#16-06). Incomplete submissions will not be considered. Due to the high volume of applications expected, the U.S. Probation Office will only communicate with those qualified individuals selected for pre-employment testing and/or personal interviews. Please do not call or email regarding status of application. All other questions related to the posting or application submission process may be directed to the previously noted email address (hr_probation@miwp.uscourts.gov).

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